

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
CHECKLIST 16-1**

1 MARCH 2004

Operations Support

**BASING AND INTERNATIONAL AFFAIRS
(MAJCOM/NAF/CENTER/WING)**

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Pages: 10

Distribution: F

This checklist reflects command requirements to prepare for and conduct internal reviews in the functional area of basing and international affairs. This checklist contains information previously contained in AFSPCCL 38-10, *International Affairs*, which has been rescinded at the publication of this checklist.

1. References have been provided for each critical item. Critical items are required by law, executive orders, DoD Directives or safety guidelines which, if not complied with, could result in significant liabilities, penalties or mission impact. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.

2. This publication establishes a baseline checklist. The Command IG will use this checklist during applicable assessments. AFSPC Checklists will not be supplemented. However, units may add to each area as needed, to ensure review of unit international affairs activities. **See Attachment 1.**

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Director of Plans and Programs

ATTACHMENT 1

BASING AND INTERNATIONAL AFFAIRS CHECKLIST (MAJCOM/CENTER/NAF/WING)

Table A1.1. Checklist.

SECTION 1: INTERNATIONAL POLICY AND ARMS CONTROL			
MISSION STATEMENT: To ensure unit arms control and international affairs comply with policies, directives, agreements and treaties.			
NEGOTIATING, CONCLUDING, REPORTING AND MAINTAINING INTERNATIONAL AGREEMENTS – MAJCOM, CENTER, NAF AND WING			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are international agreements negotiated below command level submitted to the Basing and International Affairs Division (HQ AFSPC/XPI) before conclusion of the agreement? (AFI 51-701, <i>Negotiating, Concluding, Reporting and Maintaining International Agreements</i> , para 1.1.2.)			
1.1.2. Does the unit or HQ AFSPC staff element request written approval and obtain policy and legal advice from the HQ AFSPC/XPI and Staff Judge Advocate's Office (HQ AFSPC/JA) prior to initiating, negotiating or concluding an international agreement? (AFI 51-701, para 2)			
1.1.3. Are oral international agreements negotiated or concluded below command level? (AFI 51-701, para 4)			
1.2. NON – CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Are copies of international agreements concluded below command level forwarded to HQ AFSPC/XPI? (AFI 51-701, para 7)			
1.2.2. Are copies of all international agreements current and on file within the unit? (AFI 51-701, para 8)			
NON – CONUS TRAVEL – MAJCOM, CENTER, NAF AND WING			
1.3. CRITICAL ITEMS:	YES	NO	N/A
1.3.1. Do all requests for clearance messages comply with the Foreign Clearance Guide (FCG) requirements for each country to be visited? (DoD 4500.54-G, <i>Foreign Clearance Guide</i> , General Info Chapter 8, para B)			
1.3.2. Is State Department approval obtained prior to requesting clearance to visit any country designated in the FCG as a Special Area? (DoD 4500.54-G, General Info Chapter 8, para B)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.3.3. Are locally approved clearance messages sent to overseas clearance authorities according to lead times specified in the FCG? (DoD 4500.54-G, General Info Chapter 8, para H)			
1.3.4. Are briefings and documents intended for release to foreign nationals cleared through Air Force Space Command Foreign Disclosure Office (HQ AFSPC/XPIF) and Air Force Space Command International Policy Office (HQ AFSPC/XPIP)? (DoD 4500.54-G, General Info, Chapter 8, para F.1.)			
1.3.5. Are all requests for clearance messages to visit AFSPC overseas sites sent to appropriate addresses as identified in DoD 4500.54-G, General Info Chapter 8, para J?			
1.3.6. Are violations of foreign sovereignty resulting from unauthorized or improper entry or departure of military units, aircraft or individuals reported to HQ USAF/XONP through HQ AFSPC/XPIP? (DoD 4500.54-G, General Info, para D.1)			
ARMS CONTROL – MAJCOM, CENTER, NAF AND WING			
1.4. CRITICAL ITEMS:	YES	NO	N/A
1.4.1. Does the unit have a point of contact identified to HQ USAF/XONP for the Strategic Arms Reduction Treaty (START), Chemical Weapons Convention (CWC), Open Skies Treaty, and the Intermediate Range Nuclear Forces (INF) Treaty as applicable? (AFI 16-601, <i>Implementation Of, and Compliance With, Arms Control Agreements</i> , para 3.1.1.)			
1.4.1.1. START (HQ AFSPC/XPIP, Vandenberg AFB CA, F.E. Warren AFB and Malmstrom AFB WYO)			
1.4.1.2. Open Skies (HQ AFSPC/XPIP)			
1.4.1.3. CWC (HQ AFSPC/XPIP)			
1.4.1.4. INF (HQ AFSPC/XPIP and 45 SW FL)			
1.4.2. Does the unit have a copy of the START, CWC and INF Treaties as applicable? (AFI 16-601, para 3 and atch 1)			
1.4.2.1. START (HQ AFSPC/XPIP, Vandenberg AFB CA, F.E. Warren AFB WYO and Malmstrom AFB MT)			
1.4.2.2. CWC (HQ AFSPC/XPIP, all wings/centers)			
1.4.2.3. INF (HQ AFSPC/XPIP, 30 and 45 SW)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.4.3. Does the unit have the AFSPC START and CWC Compliance Plan and a Center/Wing START and CWC Compliance Plan as applicable? (AFI 16-601, para 3, atch 1)			
1.4.3.1. AFSPC and wing START Compliance Plan (HQ AFSPC/XPIP, Vandenberg AFB CA, F.E. Warren AFB WY and Malmstrom AFB MT)			
1.4.3.2. AFSPC and Wing CWC Compliance Plan (HQ AFSPC/XPIP, and all wings)			
1.4.4. Does the unit have the HQ USAF INF Compliance Plan and a Wing INF Compliance Plan? (HQ AFSPC/XPIP, and Patrick AFB FL) (AFI 16-601 and atch 1)			
SECTION 2: FOREIGN DISCLOSURE AND INTERNATIONAL VISITS - MAJCOM, CENTER, NAF AND WING MISSION STATEMENT: Ensure any transfer of military information is accomplished through approved channels to authorized representatives of foreign governments of international organizations. Are units and delegated disclosure offices complying with the international visits program? NOTE: All references are from AFI 16-201, <i>Disclosure of Military Information to Foreign Governments and International Organizations, unless otherwise noted.</i>			
FOREIGN DISCLOSURE – MAJCOM, CENTER, NAF AND WING			
2.1. CRITICAL ITEMS:	YES	NO	NA
2.1.1. Is disclosure of AFSPC information within the criteria set forth in NDP-1? (NDP-1, <i>National Disclosure Policy –I</i> , Section II, para 5)			
2.1.2. Have site commanders or their representatives been advised of procedures required in exercising their delegated release authority? (para 1.4)			
2.1.3. Have site commanders or their representatives been advised of procedures for requesting disclosure release or assistance from higher headquarters? (para 1.4)			
2.1.4. Are foreign government representatives' visits to AFSPC facilities, installations, activities and contractor facilities involving disclosure of information under AFSPC cognizance being approved and coordinated? (para 2.2)			
2.1.5. Are documentary disclosures to foreign governments, after staffing and review, consistent with delegated authority and current policies? (para 3.2)			

2.1.6. Are Air Force personnel (military, civilian or contractor) during official visits to foreign governments, or agencies, firms or contractors sponsored by a foreign government? (para 2.5)			
2.1.7. Are Air Force personnel (military, civilian or contractor) requesting release of AFSPC information to representatives of foreign governments attached to AFSPC activities? (para 4-2 and 5.3)			
2.1.8. Are disclosures of AFSPC information approved for release to foreign officers attached or assigned to AFSPC activities as exchange or integrated officers (re: Canadians) in accordance with AFSPC DDLs and the NDP? (para 4.3)			
2.1.9. Do redelegation of disclosure authority letters to subordinate units contains instructions and applicable delegations as appropriate? (SAF/IAPD Delegation of Authority Letter (DDL) (AFSPC) of 1 February 2000, page 1)			
2.1.10. Are classified disclosures entered into the Foreign Disclosure System (FDS) or forwarded to AFSPC/XPIF and SAF/IAPD if the FDO does not have access to FDS? (SAF/IAPD DDL (AFSPC) of 1 Feb 2000, attachment 1, para 10)			
2.1.11. Is coordination with all interested parties being accomplished when acting on an AFSPC request for the disclosure of military information under jurisdiction or control of another U.S. agency; or request from another U.S. agency or disclosure of information under AFSPC cognizance? (para 1.9)			
2.1.12. Are subordinate units coordinating/processing Foreign Visits and Foreign Disclosure Actions through AFSPC/XPIF? (para 3.2. and SAF/IAPD DDLs for AFSPC/XPIF)			
2.1.13. Does the facility comply with the provisions of AFI 33-202, Network and Computer Security , before providing access to the NIPRNET? (AFI 33-202, para 5.2.)			
2.1.14. Does the unit and/or Designated Approval Authority (DAA) ensure that the responsible Foreign Disclosure Officer (FDO) reviews and concurs that the information to be accessed is required to support the foreign national's duties and has been authorized for release to his or her government? (AFI 33-202, para 5.2.1.1. and DoDD 5230.20, Visits, Assignments and Exchanges of Foreign Nationals , para 4.14.)			
2.1.15. Do email accounts clearly identify that the email has originated from a foreign national. Example: Doe, John, Wing Commander, United Kingdom Exchange Officer, AFSPC/SCO? (AFI 33-202, para 5.2.1.1.1. and DoD 5230.20, para 4.15.)			

2.1.16. Do AFSPC DDLs currently on file accurately reflect disclosure policy for the program/country? (AFI 16-201, para 1.4.2.1.)			
FOREIGN VISITS – MAJCOM, CENTER, NAF AND WING			
2.2. CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Are visits by representatives of foreign governments to AFSPC facilities, installations, activities and contractor facilities in accordance with Air Force Instructions? (para 2.2)			
2.2.2. Are points of contact notified of visit approval, conditions of disclosure and any limitations regarding visits of foreign nationals? (AFI 16-201, para 2.2.3.2)			
2.2.3. Are visitors properly badged and/or escorted? (para 2.1.5), (DoDD 5230.20, para 4.12 and AFSPC CV Letter, 19 August 2002, Subject: Foreign National Badging Issues Policy Memorandum)			
2.2.4. Does the US Supervisor review any end-of-tour or other reports, which exchange officers submit to their home service? Does the US supervisor ensure it is factually correct? Does AFSPC/XPIF forward these reports to SAF/IAPD? Do Subordinate FDOs forward the reports to AFSPC/XPIF? (para 4.5)			
2.2.5. Are disclosure recommendations consistent with National, Air Force and Command disclosure policies? (para 1.8.)			
2.2.6. Are visit requests for nationals assigned to AFSPC units staffed to the appropriate agencies for approval prior to the visit? (para 4.4 and 5.11)			
2.2.7. Do visits involving contractors meet the requirements of the International Traffic in Arms Regulations (ITAR)? (para 2.3.)			
2.2.8. Foreign attendance at contract related meetings. Prior to announcing the meeting (for example the Commerce Business Daily), does the sponsoring activity determine if there is or might be sensitive or classified information involved throughout the life cycle of the program and if so consult the FDO prior to allowing any foreign access? (para 2.9.2.1.)			
FOREIGN LIAISON PROGRAM (FLO) – MAJCOM, CENTER, NAF AND WING			
2.3. CRITICAL ITEMS:	YES	NO	N/A
2.3.1. Does the FDO properly brief the USAF sponsor on his/her responsibilities? (para 5.3.2.)			

2.3.2. Does the USAF sponsor comply with the Extended Visit Authorization? (EVA)? (para 5.3.4)			
2.3.3. Does the EVA comply with the provisions of para 5.4.2?			
2.3.4. Is the FLO appointed as the Point of Contact for foreign national visits to AFSPC installations? (para 5.6.3.)			
2.3.5. Does AFSPC/XPIF or the subordinate FDO, as appropriate, handle visits by FLOs to AF installations or contractor facilities not covered under the EVA? (para 5.11)			
FOREIGN EXCHANGE OFFICER (EO), PROGRAM/COOPERATIVE PROGRAM PERSONNEL (CPP) – MAJCOM, CENTER, NAF AND WING			
2.4. CRITICAL ITEMS:	YES	NO	N/A
2.4.1. Is there a DDL on file in AFSPC/XPIF or the subordinate unit (if so redelegated by AFSPC/XPIF) for the program position? (para 4.3.1.3 and DoDD 5230.20, Enclosure 6, E6.2.3.2.)			
2.4.2. Are appropriate agencies notified prior to travel by Foreign Exchange Officers? (para 4.4)			
2.4.3. Are foreign nationals provided access to controlled unclassified and classified military information (CUMI and CMI), which has not been authorized by the DDL? (AFI 16-201, para 4.3.1.3 and DODD 5230.20 Enclosure 6, E6.2.5.2.)			
2.4.4. Is the access limited to oral and visual disclosure? (para 4.3.1.3)			
2.4.5. Does the foreign exchange officer act on behalf of the USAF in an official capacity? (para 4.4.3.)			
2.4.6. Does the foreign national act as a liaison for his/her government? (para 4.4.3.)			
ADMINISTRATION – MAJCOM, CENTER, NAF AND WING			
2.5. NON-CRITICAL ITEMS:	YES	NO	N/A
2.5.1. Are foreign disclosure regulations current? (Air Force Indexes)			
2.5.1.1. NDP-1, 1 Oct 88; Latest change dtd 25 Feb 99 (U), Annex C (S)			

2.5.1.2. DoD Directive 5230.11, <i>Disclosure of Classified Military Information to Foreign Governments and International Organizations</i>			
2.5.1.3. DoD Directive 5230.20, <i>Visits, Assignments and Exchanges of Foreign Nationals</i>			
2.5.1.4. AFI 16-201 (C), <i>Disclosure of Military Information to Foreign Governments and International Organizations</i> , (U)			
2.5.1.5. AFI 16-107, <i>International Personal Exchange Program (PEP)</i>			
2.5.1.6. CJCSI 5221.01A, <i>Delegation of Authority to Commanders of Combatant Commands to Disclose Classified Military Information to Foreign Governments and International Organizations</i>			
2.5.1.7. AFI 61-205, <i>Sponsoring or Co-Sponsoring, Conducting, And Representing DoD Related Scientific Papers at Unclassified And Classified Conferences, Symposia, And Other Similar Meetings</i>			
2.5.1.8. DoDD 5200.12, <i>Conduct of Classified Meetings</i>			
SECTION 3: BASES AND UNITS – MAJCOM, CENTER, NAF AND WING MISSION STATEMENT: Leads all command-level programming affecting installation and systems activation/inactivation, unit bed-down, and base realignment/closure actions involving AFSPC resources. Directs programmatic decisions for installations and units, including overseas locations. Develops all command Programming Plans (PPlans). Formulates command positions on key programming and installation issues and initiatives in response to major international events and fiscal matters that impact AFSPC missions			
PROGRAMMING PLANS (PPLANS) – MAJCOM, CENTER, NAF AND WING			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Does HQ AFSPC develop programming plans (or programming messages (P-Msg)) to implement force structure changes involving AFSPC resources? (AFI 10-501, <i>Program Action Directives (PAD) and Programming Plans (PPlan)</i> AFSPC Sup 1, para 6.1)			
3.2. NON-CRITICAL ITEMS: (MAJCOM)	YES	NO	N/A
3.2.1. Are PPlan requests from other HQ AFSPC staff agencies processed? (AFI 10-501 AFSPC Sup 1, para 6.1.1.2)			
3.2.1.1. Is guidance developed for/provided to other staff agencies for their use in the definition of project requirements and development of pertinent PPlan (or P-Msg) and/or annexes to PPlan? (AFI 10-501 AFSPC Sup 1, para 6.1.1.3)			

3.2.1.2. Is each PPlan/P-Msg properly reviewed, coordinated, printed and distributed? (AFI 10-501 AFSPC Sup 1, para 6.1.1.4 and 6.1.1.5)			
3.2.1.3. Are action item problems coordinated with the responsible agency within the HQ? (AFI 10-501 AFSPC Sup 1, para 6.1.1.6)			
3.2.1.4. If HQ AFSPC needs a HQ USAF PAD as basis for a PPlan, does HQ AFSPC request HQ USAF develop one? (AFI 10-501, para 6.2)			
AIR FORCE BASE SURVEY AND UNIT BEDDOWN PROGRAM - MAJCOM, CENTER, NAF AND WING			
3.3. CRITICAL ITEMS:	YES	NO	N/A
3.3.1. Are AFSPC requests for site surveys on non-AFSPC bases submitted to HQ USAF/ILEB prior to the survey? (AFI 10-503, <i>Base Unit Beddown Program</i> , para 2.2)			
3.3.2. Are AFSPC requests for beddown actions on non-AFSPC bases submitted to HQ USAF/ILE prior to beddown? (AFI 10-503, para 3.2)			
3.3.3. Are AFSPC requests for site surveys on AFSPC bases submitted to HQ AFSPC/XP prior to the survey? (AFI 10-503, AFSPC Sup 1, para 2.1)			
3.3.4. Are AFSPC requests for beddown actions on AFSPC bases submitted to HQ AFSPC/CC for approval prior to beddown? (AFI 10-503, AFSPC Sup 1, para 3.1)			
3.3.5. Once contacted by outside agencies requesting site survey or beddown approval, do installation and/or tenant Wing Commanders direct the request through their chain of command to the parent MAJCOM (e.g., HQ AFSPC/XP)? (AFI 10-503, para 1.2.3)			
3.3.6. Are all Environmental Impact Analysis Process documents submitted to HQ AFSPC/CEV for action? (AFI 10-503 AFSPC Sup 1, para 3.4)			
3.4. NON-CRITICAL ITEMS:(MAJCOM, CENTER, NAF AND WING)	YES	NO	N/A
3.4.1. Do site survey teams address costs and benefits of the proposed action and assess potential impacts to existing missions, housing infrastructure, manpower and any other applicable base operating support in their final reports? (AFI 10-503, para 2.2)			

3.4.2. If AFSPC is the requesting MAJCOM for a site survey, is the site survey report provided to HQ USAF/ILEB within 45 days after completion of the site survey? (AFI 10-503, para 2.2. and AFI 10-503, AFSPC Sup 1, Attachment 5)			
ADMINISTRATIVE - MAJCOM, CENTER, NAF AND WING			
3.5. NON-CRITICAL ITEMS:	YES	NO	N/A
3.5.1. Are programming action directives/programming plan and basing/units regulations current and copies readily available for use at MAJCOM, Center and Wing level? (Air Force Indexes)			
3.5.1.1. AFD 10-5, <i>Basing</i> ?			
3.5.1.2. AFI 10-501 and AFSPC Sup 1?			
3.5.1.3. AFI 10-503 and AFSPC Sup 1?			
3.5.1.4. AFI 10-504, <i>Overseas Basing Realignment</i> s?			